



Bar Hill Community Association (BHCA)

NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY
Title: Monthly Trustee Meeting

Time: Tuesday, 9th July 2024 at 7:30 pm

AGENDA

Reference Documents

- REF01 Minutes of the meeting held on 11th June 2024.pdf
- REF02 Financial Update - June 2024.pdf
- REF03 Complaints Policy & Procedure (2.0 Draft).pdf
- REF04 Terms of Reference - Saxon Park Committee (0.1 Draft).pdf
- REF05 FY2023 Audit Report.pdf
- REF06 Investing Policy (0.1 Draft).pdf
- REF07 Campaigns and Political Activity Policy (0.1 Draft).pdf
- REF08 Engaging External Speakers at Charity Events Policy and Procedures (0.1 Draft).pdf

Information Only Items (available [here](#))

- IOI01 Charity Commission - Annual Return Reminder.pdf
- IOI02 Donation Acceptance or Refusal Policy (1.0 Approved).pdf
- IOI03 Ethical Fundraising Policy (2.0 Approved).pdf
- IOI04 (iskren.kulevk) Customise your donor journey with KindLink.pdf
- IOI05 5 Reasons Grant Applications Fail.pdf
- IOI06 (barry.holland) A Round Up Of Safeguarding News May 2024.pdf
- IOI07 (iskren.kulevk) My last email about your digital needs.pdf
- IOI08 (organisations) Introducing Kanndoo We Connect People to the.pdf

Open Forum

OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)
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Main Agenda Items

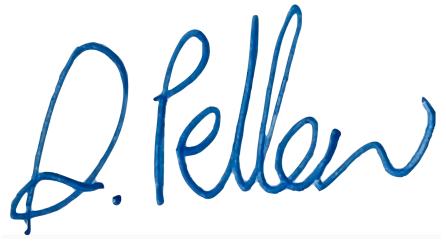
01	Apologies received – Hilary Whipp (HW, Treasurer).	(oral)
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	<p>Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]: BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), Anthony Mitchell (AM, Vice Chair, Christmas Event), Bunty Waters (BW), Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p>Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD)</p>	
02	<p>Minutes of meeting on 11th June 2024</p> <p>Actions Update:</p> <ul style="list-style-type: none"> — (AP) Update “Scheduled Activity (by Month)” to align agenda items for future agendas (COMPLETE) — (AP) Remove “Action Log” (COMPLETE, archived document is here) — (AP) Update website (to remove content) COMPLETE — (AP) Update Fundraising Policy and Procedure with approval (COMPLETE) (see IOI02 and IOI03) — (AP) Investing Charity Funds Policy and Procedures (COMPLETED) (see REF06) — (AP) Campaigns and Political Activity Policy and Procedures (COMPLETED) (see REF07) — (AP) Engaging External Speakers at Charity Events Policy and Procedures (COMPLETED) (see REF08) — (AP) Update BH Library on “Friends” offer (COMPLETED), — (AP) Setup “Friends” budget (COMPLETE) — (AP) £90 Grant for Over Day Centre (COMPLETE 21/05/2024 from Metro Bank) — (AP) Transfer £1000 from General to Fete Budget (COMPLETE) - (BD) Update retirement policy (transferred from AP, in progress), - (AM) Internal Charity Financial Controls Policy and Procedures (in progress) - (JFS) Internal Risk Management Policy and Procedures (in progress) — (JH) Chase BH Primary School regarding setting up of the First Lego League club (COMPLETE) - (BW) Printer in Parish Council Office (unknown) - (BD) Bullying and Harassment Policy and Procedures (completed) 	REF01
03	Declarations of interests	(oral)
04	Announcements from the Chair	(oral)
	<ul style="list-style-type: none"> - Friends of Bar Hill Library is meeting on the 11th July at 3:45 pm 	

	<p>(for a start at 4 pm)</p> <ul style="list-style-type: none"> - I'm no longer going to circulate the "Information Only" documents listed on the first page. There is a link for those with BHCA Google Accounts can access the documents - anyone else can just ask for them 	
05	Financial Update (including Budget Review)	REF02
06	Committee Updates: Bar Hill News (AP), Christmas Event (AM), The Europe Challenge (BW), Fête & Festival (KDC), Parks & Recreation (JFS), First Lego League (BD), Skatepark TG (?), Phone Box Library (AP)	(oral)
10	<p>Policy Review: Complaints Policy & Procedure</p> <p>The current policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative changes that we need to incorporate.</p> <p>This document is a merge of the previous Complaints Policy and Complaints Procedure documents.</p> <p>PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	REF03
11	<p>Procedure Review: Trustee Retirement Procedure</p> <p>The current procedure for when a Trustee steps down from the BHCA is available in this Google Drive folder (with all other policies and procedures). The source document for this existing procedure is available here (Google Docs). There will be no templates for this procedure and it is very specific to us as an organisation regarding how we want to handle the departure of a Trustee.</p> <p>PROPOSAL: Having reviewed the procedure we accept the it "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	
20	<p>Fête & Festival on Saturday</p> <p>The committee will have its usual management stall. This agenda item is to discuss what the BHCA will do.</p>	(oral)

21	<p>New Terms of Reference: Saxon Park</p> <p>The Terms of Reference for the new group need to be agreed both by BHCA Trustees and by the Committee itself at its next meeting. Assuming that Trustees approve it will be considered at the 23rd July meeting of the Committee</p> <p>PROPOSAL: Having reviewed the terms of reference we accept it "as is", increment the version by 1 to note the approval of this document, and schedule the next review for one year's time (on our existing review schedule).</p>	REF04
22	<p>Bar Hill Community Association AGM</p> <p>In preparation for the AGM I have prepared a report of "missing" receipts for payments. This only includes transfers that left the BHCA so, for example, there is no need for a receipt for transfers between Metro Bank and Barclays.</p> <p>The deadline for our submission to the Charity Commission is 31 October 2024 (see IOI01).</p> <p>PROPOSAL: Budget holders work to identify and provide missing receipts (via email to finance@barhill-ca.org) in preparation for the Audit to commence after the August meeting.</p> <p>PROPOSAL: We schedule the AGM for the 10th September meeting at 7:00 pm (immediately before the usual trustees meeting).</p>	REF05
23	<p>Policy Review: Investment Policy</p> <p>The new policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative changes that we need to incorporate.</p> <p>PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	REF06
24	<p>Policy Review: Campaigns and Political Activity Policy</p> <p>The new policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative</p>	REF07

	<p>changes that we need to incorporate.</p> <p>PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	
25	<p>Policy Review: Engaging External Speakers at Charity Events Policy and Procedures</p> <p>The current policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative changes that we need to incorporate.</p> <p>PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version to note the review, and schedule the next review for one years time (on our existing policy review schedule).</p>	REF08
97	<p>Other business (including agenda items for future meetings)</p> <ul style="list-style-type: none"> - Bar Hill Community Association AGM 	(oral)
98	<p>Date of Next Meeting</p> <p>PROPOSED Tuesday, 13th August @ 19:30 in The Fox</p>	(oral)
99	Thanks & Close	(oral)

<p>Dated: 09th July 2024</p> 	<p>Dated: 09th July 2024</p> 
<p>Jenni Foster-Smith (Secretary)</p>	<p>Andy Pellew (Chair)</p>